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C U R R E N T A C T I V I T I E S

FORMS

1. We are currently revising our internal office procedures involved in the design, maintenance, control, and disposition of forms.
- 25X1A6A 2. A dispatch [] informed us of new procedure for stockpiling forms used in the EE area. Forms previously held in the field now will be stockpiled at Headquarters for issue to the individual stations.
3. We were advised that due to a scarcity of funds future requests for commercial and GPO printing must be based on a 6-month supply instead of our present 12 to 18 month cycle. Because of the usual 3-month shipping time we will be forced to reorder very soon after the orders arrive.

EQUIPMENT

1. We are meeting with representatives of the Office of Communications on using Fullspace [] for storage of supplies and equipment. This application is similar to our installation in Printing Services last year. We arranged for representatives to view the PSD equipment. 25X1A6A
- 25X1A9A 2. Completed a study for Mr. [] Office of Finance, regarding use of Conserv-a-File V. Use of this type equipment would save approximately 45% of the floor space now in use. A detailed proposal, including cost, has been given to Mr. [] 25X1A9A

DISPOSITION

1. Records Control Schedules currently being revised include:
 - Office of Security, DDS
 - Office of Economic Research, DDI
 - Office of Basic and Geographic Intelligence, DDI
 - Technical Services Division, DDP
 - Foreign Intelligence, Staff D, DDP
2. A detailed Survey of the Archives and Records Center and all its operations is being made. It is scheduled for completion in April.
3. Work continues on the Records Retention Plan for the Agency.

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DEVELOPMENT

1. The Spring Conference for Records Management Officers is being developed to be held Tuesday, 7 May 1968 in the auditorium at Headquarters. The theme this year will be History, Archives, Vital Records, and Records Retention Plans. Agency historians will be invited to join the Records Officers from all components.
2. Agency participation in the Presidential Libraries Project will receive additional attention in view of the President's announced intention not to seek re-election.
3. Since the loss of Records Officer [] considerable assistance is being afforded the Plans Staff, Office of Finance, to establish disposal procedures for the Finance records now covered by a recent GAO authority.

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